

E. Space

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1. We believe OCS has a space problem. It occupies [REDACTED] square feet, all but 613 square feet in the headquarters building. Available employee office space equates to [REDACTED] square feet per person. The headquarters average is [REDACTED] square feet per person. The State Department, in comparison, averages 173; the Pentagon 115. The overall Agency average is [REDACTED] square feet. In our judgement, the [REDACTED] square foot figure is poor, even after considering the overall Agency space problem.

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2. Our concern is heightened when we consider both the nature of the OCS work and the type of people we must recruit and hold if we are to do this highly technical work. Sufficient privacy is required to permit a high order of concentration, especially in the applications divisions and the Technical Staff of the Operations Division. Properly partitioned space seems basic to fulfilling this requirement. The interdependence of ADP work also makes a contiguous working area desirable though not mandatory. OCS is now occupying various areas of the ground floor, the first floor, and the second floor. We believe the Training Staff also needs additional area.

The Data Preparation Section of the Operations Division and some sections of Management Support Division need a neater, more pleasant working environment.

S E C R E T

3. The technical people that carry out our ADP efforts are highly trained and skilled specialists. Competition for their services is intense. However, OCS has been able to hire these people, but holding them has been more difficult. We believe that OCS would hold more than they do if the Office working environment could be expanded and improved.

4. The OCS management is fully aware of the space problem and has struggled toward a solution. The Office managers are concerned about rearranging, cleaning, and brightening up their work areas, and taking steps to cut down on the noise level. In our judgment, however, more remains to be done.

Recommendation No. 13

That DDS arrange for a thorough study of OCS space needs and, upon completion, take whatever action possible to satisfy the needs.

S E C R E T

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